



NABCS Applicant Initiated Guide

DHSS- Division of
Health Care
Services

Revised 9/02/14

To log into the Background check database, go to; <https://NABCS.dhss.ak.local/BCPApplicant>

If you already have a myAlaska account, enter your username and password here to log in

*****If you have ever electronically filed for an Alaska Permanent Fund Dividend or used any of the State of Alaska's services via the State's website, you should have a myAlaska account*****

If you do not have an account, click on 'New User: Register for a myAlaska Account'

For new Users, you will need to follow the directions in order to sign up for a new myAlaska account before proceeding. If you already have an account you may skip the registration step.

State of Alaska MYALASKADEV

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Alaska Background Check System has sent you here to sign in.

myAlaska Login

Username:

Password:

Sign-In

[Forgot my Username](#)

[Forgot my Password](#)

[New User: Register for a myAlaska Account](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services (ETS)
Email: myalaska_help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 20

When registering for a new account, enter in your information in the appropriate fields. Then, after reading the User Agreement, select the check box for 'I accept the User Agreement' (required for using myAlaska). Then, click on the 'Start Registration' button to proceed.

State of Alaska MYALASKADEV

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Registered User: Sign In

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

[Return to Alaska Background Check System](#)

NEW ACCOUNT

If you have previously registered for a myAlaska account please refrain from creating a new account. Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)
[Forgot my Password](#)

To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the **I accept the User Agreement** box. Then click on the **Start Registration** button.

Username:

Password:

Verify Password:

Secret Question:

Answer:

Email Address:

Verify Email Address:

User Agreement

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA
 myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions.

This User Agreement constitutes a legal agreement between

☐ I accept the User Agreement

Start Registration

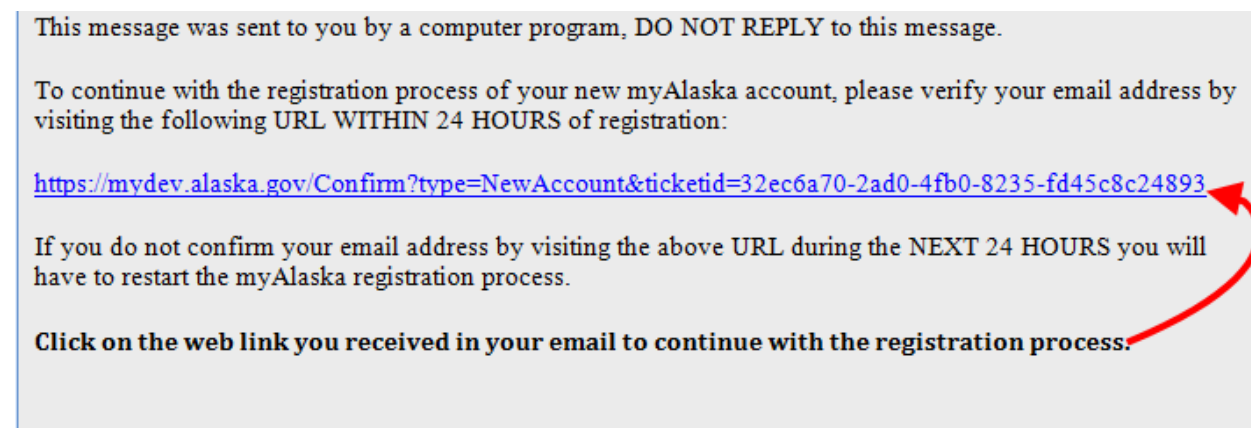
Help Privacy Policy User Agreement Browser Compatibility

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State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 2014

After reading and accepting the User Agreement, you will be sent an automated email from myAlaska. The body of the email will look similar to the screen shot below. Please use the link provided in that email to confirm your account.



Once you have verified your email address, you will be directed to the page below. Enter your username and password and select “Click Here to Continue” to proceed to next step.

State of Alaska MYALASKADEV

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

ACCOUNT CONFIRMATION

Your arrival at this page has confirmed your email address.
Please enter your username and password again to continue the myAlaska registration process.

Username:

Password:

Completing your registration will establish your myAlaska identity. After you have done that, you will be able to conduct your business with the State of Alaska electronically!

[Click Here to Continue](#)

Help Privacy Policy User Agreement Browser Compatibility

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Enterprise Technology Services (ETS)
Email: myalaska_help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time
Anchorage: 907-269-6311 || Fairbanks: 907-451-5911 || Juneau: 907-465-5211

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

State of Alaska || © 20

Select “View Your Services”

State of Alaska **MYALASKADEV** myAlaska My Government Resident Business in Alaska Visiting Alaska State E


myAlaska


HOME SERVICES MYPROFILE HELP Signed in as jrf


Your account has been confirmed successfully.

Return to [Alaska Background Check System](#)

Welcome **jrf**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

 **Services**
Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.
[View Your Services](#)

 **MyProfile**
Manage, update, or change your myAlaska account and user information.
[Manage Your Profile](#)

 **Help**
Get help using myAlaska or one of the myAlaska applications.
[Get Help](#)

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Administration
Enterprise Technology Services
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska Time

Select “Alaska Background Check System”



The screenshot shows the myAlaska website interface. At the top, there is a yellow banner with the State of Alaska logo and the text "MYALASKADEV". Below this is a dark blue navigation bar with the "myAlaska" logo and links for "HOME", "SERVICES", "MYPROFILE", and "HELP". A "Signed in as jrt" status is visible on the right. A green box contains the link "Return to [Alaska Background Check System](#)". Below this, a paragraph explains that myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password. The "Services for Individuals" section is highlighted with a globe icon. It lists several services: "ACPE - Student Aid Portal" (Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information), "Alaska Background Check System" (circled in red, with the text "Alaska Background Check System" below it), "APOC - Lobbyist/Employer of Lobbyist Reporting" (APOC Insight), "APOC - Public Official/Legislative Financial Disclosure" (Reporting for Public Officials and Legislative Staff), "Child support statements" (Child Support Case Financial Statements Online Service), "DRBMyAlaskaV3" (Development / Sandbox for using myAlaska v3 with Classic ASP), "EED Online Services" (Education & Early Development Online Services), "myAlaska Sample Application" (Template used for testing myAlaska), and "myPFDInfo" (One stop shopping for all your existing PFD application needs).

State of Alaska MYALASKADEV myAlaska myAlaska My Government Resident Business in Alaska Visiting Alaska State E

HOME SERVICES MYPROFILE HELP Signed in as jrt

[Return to Alaska Background Check System](#)

myAlaska is a system for Secure Single Sign-on and Signature for Citizens, or, an authentication and electronic signature system allowing citizens to interact with multiple State of Alaska services through a single username and password.

 **Services for Individuals**

[ACPE - Student Aid Portal](#)
Apply for and view your Alaska Performance Scholarship and Alaska Education Grant Information

[Alaska Background Check System](#)
Alaska Background Check System

[APOC - Lobbyist/Employer of Lobbyist Reporting](#)
APOC Insight

[APOC - Public Official/Legislative Financial Disclosure](#)
Reporting for Public Officials and Legislative Staff

[Child support statements](#)
Child Support Case Financial Statements Online Service

[DRBMyAlaskaV3](#)
Development / Sandbox for using myAlaska v3 with Classic ASP

[EED Online Services](#)
Education & Early Development Online Services

[myAlaska Sample Application](#)
Template used for testing myAlaska.

[myPFDInfo](#)
One stop shopping for all your existing PFD application needs!

Read the Privacy Agreement, select “I Accept the Privacy Agreement” box and hit “Continue”

State of Alaska MYALASKADEV myAlaska My Government Resident Business in Alaska Visiting Alaska State Emp

HOME SERVICES MYPROFILE HELP Signed in as jrf. Si

[Return to Alaska Background Check System](#)

Privacy Agreement: DHCS

By checking the 'I Accept the Privacy Agreement' box below, you are authorizing myAlaska to share your profile information with the Division of Health Care Services.

☐ I Accept the Privacy Agreement

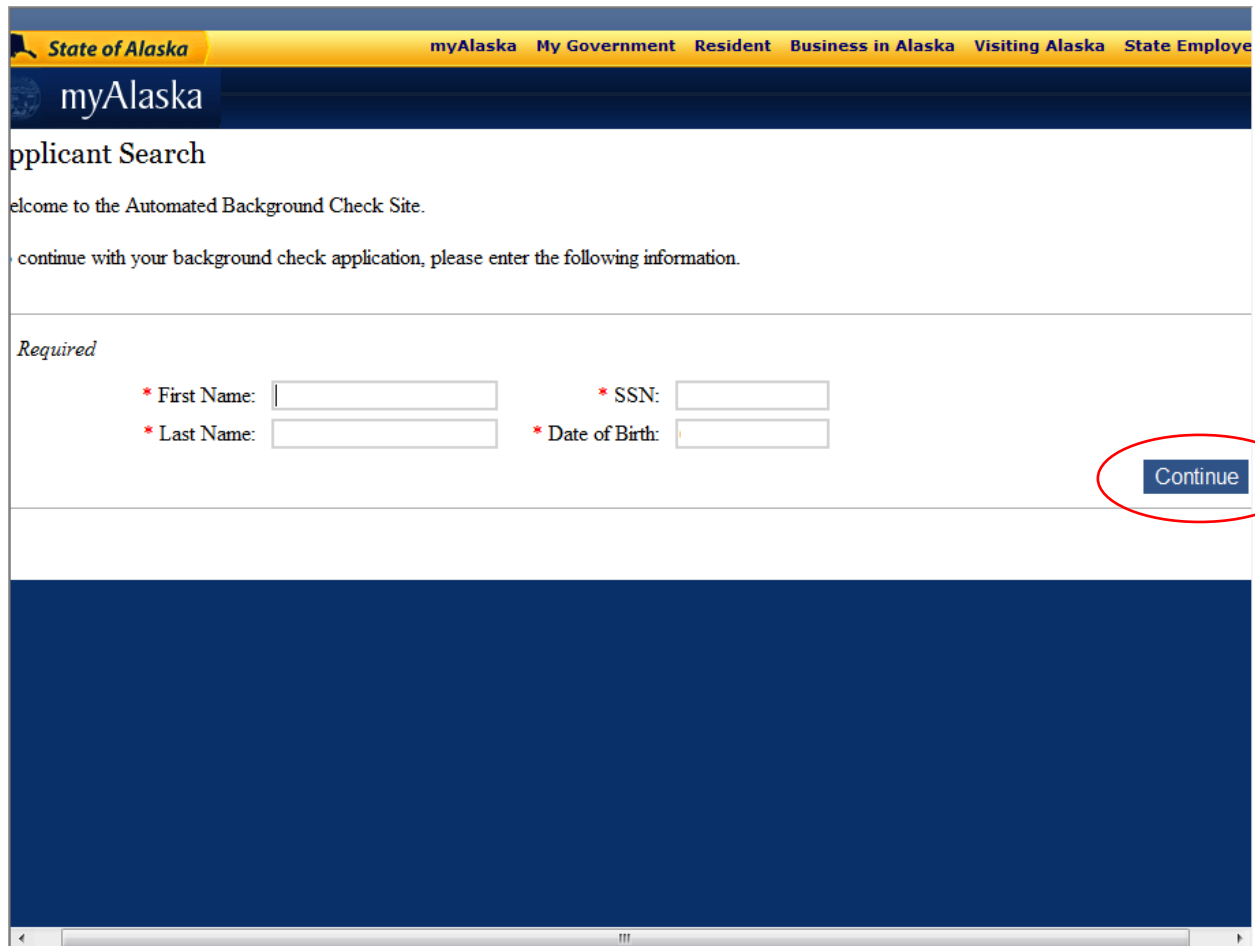
Continue

[Help](#) [Privacy Policy](#) [User Agreement](#) [Browser Compatibility](#)

Department of Adminis
Enterprise Technology Services
Email: myalaska.help@alaska.gov
Monday - Friday, 10:00 AM to 4:30 PM Alaska
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State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska

Enter your information. All information marked with a **red** asterisk is required. Select continue to move forward.



The screenshot shows the 'myAlaska' website interface. At the top is a yellow navigation bar with the 'State of Alaska' logo and links for 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employee'. Below this is a dark blue header with the 'myAlaska' logo. The main content area is white and titled 'Applicant Search'. It includes a welcome message and a prompt to enter information. A section labeled 'Required' contains four text input fields: 'First Name', 'Last Name', 'SSN', and 'Date of Birth', each preceded by a red asterisk. A blue 'Continue' button is located to the right of these fields and is circled in red. The bottom of the page features a large dark blue rectangular area and a horizontal scrollbar.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employee

myAlaska

Applicant Search

Welcome to the Automated Background Check Site.

To continue with your background check application, please enter the following information.

Required

* First Name: * SSN:

* Last Name: * Date of Birth:

[Continue](#)

After you have entered all your information, please confirm that the information is correct before selecting “Continue”

State of Alaska myAlaska

myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

HOME

Home

Welcome to Alaska's Applicant Background Check site:

This is a secure site that allows you to:

1. Initiate a background check for employment.
2. Track the status of submitted applications.
3. Find a fingerprint location near you.

You are about to create a new application for:

First Name: **Carlos**
Last Name: **Norris**
Date of Birth: **1/1/1960**
SSN: **659-90-0059**

Would you like to continue?

[Continue](#)

ChuckN

Please read the Release of Information. Once you have read the below statement, click on the box, 'I have read, understand, and agree to the Release of Information described above' and select "Next"

The screenshot shows the 'myAlaska' website interface. At the top is a yellow navigation bar with links: 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a dark blue header with the 'myAlaska' logo and a 'HOME' button. The main content area is titled 'Release of Information'. It contains a text box with a certification statement and a numbered list of five points. Below the list is a checkbox labeled 'I have read, understand, and agree to the Release of Information described above', which is circled in red. To the right of the checkbox is a blue 'Next' button, also circled in red. At the bottom left of the form area, the text 'Tester02' is visible.

State of Alaska myAlaska myAlaska HOME

Release of Information

By submitting this application electronically, I certify that as of the date of this application:

1. I have authority to submit this application.
2. I am the named applicant.
3. I authorize and consent to any person provided a copy or facsimile of this Release of Information Authorization for a Background Check to disclose any information regarding me in relation to civil court information, criminal justice, juvenile justice, protective service and licensing records. I understand information obtained through this Release of Information Authorization for Background Check will be held in confidence in accordance with DHSS guidelines.
4. I authorize and consent to the department marking my name in the Alaska Public Safety Information Network (APSIN) under 7 AAC 10.915(e).
5. Upon request by the Department of Health & Social Services, a copy of the signed Release of Information Authorization Form will be provided within twenty-four (24) hours to the Background Check Program via fax (907-269-3488) or email (BCUnit@alaska.gov)

☒ I have read, understand, and agree to the Release of Information described above

Next

Tester02

Fill in all personal information on this page. All required information is indicated by a **red asterisks**. Please select **“Same as Permanent Address”** box if your mailing address is the same as your permanent address.

The screenshot shows the 'myAlaska' registration page for the State of Alaska. The page has a yellow header with navigation links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below the header is a blue bar with the 'myAlaska' logo and a 'HOME' link. The main content area is titled 'Personal Information' and contains several sections:

- * Required**
 - * First Name: Alpha
 - Middle Name:
 - * Last Name: Testing
 - * SSN: 555-89-6312
 - * Date of Birth: 1/13/1960
 - * Race:
 - * Gender:
 - * Eye Color:
 - * Hair Color:
 - * Height:
 - * Weight:
 - * Place of Birth:
 - Primary Phone:
 - Secondary Phone:
 - * Email Address:
- Permanent Address**
 - * Address Line 1:
 - Address Line 2:
 - * City:
 - * State:
 - * ZIP:
- Mailing Address**
 - ☒ Same as Permanent Address
 - Address Line 1:
 - Address Line 2:
 - City:
 - State:
 - ZIP:

At the bottom of the form, there are two buttons: 'Save and Close' and 'Next', both of which are circled in red. The footer of the page shows the text 'Tester02'.

Once you are done entering your information, you may continue through the registration process by clicking 'Next', or you may click the button labeled 'Save and Close' to come back at a later time and continue where you left off.

Please enter any alias names that apply below. This includes any/all former names such as a maiden name, or any other name or nickname. To enter more than one alias name, select “Save” after each alias name entered to open another alias box.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

myAlaska

HOME

Enter Alias

If you have used a different name in the past, such as a maiden name, please enter it here.

Add Alias

First Name:

Middle Name:

Last Name:

Withdraw Save Next

*If you wish, you may withdraw your application by clicking on the ‘Withdraw’ button. This action cannot be undone. By selecting “Withdraw”, your application to request a background check will be withdrawn. **Please note: This action cannot be undone.** If you withdraw your request and wish to apply in the future, you will be required to start the process from the beginning.*

To continue with your application, select ‘Next’

If you have lived in Alaska for the last 10 years, you may proceed to the next page by clicking ‘next’.

If you have lived in another state within the last 10 years, please enter that information here.

Please note: The BCP only requires your past 10 year history

You may do one of three things on this page:

1. Select the “Save” button after each entry to add additional address information. This will open up another Prior Address box for you.
2. Select “Next” after you have completed entering your address history, to continue through the application process.
3. You may select “Withdraw”; however, by selecting “Withdraw”, your application to request a background check will be withdrawn. **Please note: This action cannot be undone.** If you withdraw your request and wish to apply in the future, you will be required to start the process from the beginning.

Required fields are noted by a **red** asterisks.

The screenshot shows the 'myAlaska' website interface. At the top, there is a navigation bar with links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a 'HOME' tab. The main heading is 'Enter Previous Address', followed by the instruction: 'If you have lived in a different city or state within the past ten years, please enter that information here.'

The form is titled 'Add Prior Address' and contains the following fields:

- * Required** (indicated by a red asterisk)
- * City:** (text input field)
- * State:** (dropdown menu)
- Country:** (dropdown menu, currently set to 'United States of America')
- Year From:** (dropdown menu)
- Year To:** (dropdown menu)

At the bottom right of the form is a **1. Save** button. Below the form, there are two buttons: **3. Withdraw** and **2. Next**. The user's session ID 'Tester02' is displayed at the bottom left.

The below page shows you the total amount due for the background check; select “Next” to make a secure online payment by credit or debit card.

The screenshot shows the 'myAlaska' website interface. At the top, there is a navigation bar with links: 'State of Alaska', 'myAlaska', 'My Government', 'Resident', 'Business in Alaska', 'Visiting Alaska', and 'State Employees'. Below this is a 'HOME' button. The main content area is titled 'Make Payment' and contains the following text:

You are about to make a payment to initiate a background check with the State of Alaska and the FBI.

Please Note: The fee payment is *Non-Refundable*.

If you are determined eligible for employment, your eligibility will be valid for 100 days after the date of determination. If employment has not been obtained within 100 days, then a new application and fees will have to be submitted.

Fee Payment (Non-Refundable)


Application Fee: \$25.00
Fingerprint Fee: \$51.50
Total: \$76.50

You will be redirected to the payment site when you click Next below

A blue button labeled 'Next' is located at the bottom right of the page, circled in red.

Please fill in all billing information and select “Continue”. Please note: an online credit card receipt will be emailed to the email address you provide. Please make sure this email is correct if you need a copy of the receipt.

1.6.425

English  GO

State of Alaska DHSS

Cardholder Information

Note: Enter the address to which your card statement is mailed. An incorrect address may result in your payment being rejected.

Cardholder Name	<input type="text"/>
Company (Optional)	<input type="text"/>
Cardholder Address	<input type="text"/>
City	<input type="text"/>
Province/State	<input type="text" value="Alaska"/>
Postal/ZIP Code	<input type="text"/>
Country	<input type="text" value="United States"/>
Phone Number	<input type="text"/>
Email Address <small>To receive your payment receipt</small>	<input type="text"/>

We Accept



* By providing this information you agree to InternetSecure's [Privacy Policy](#) and [Terms of Use](#)

[Go back to merchant site](#)

The screen shot below shows you the total amount that will be charged to your credit/debit card. Here you will enter the Cardholder Name, Debit or Credit card number, expiration date, and the 3-digit security code on the back of your card. When you are finished entering all this information, select “Submit to Card Issuer”.

1.6.425 English  GO

State of Alaska DHSS

ORDER DETAILS

Code	Quantity	Description	Unit Price	Subtotal
APP	1	(15795495) Application Processing Fee	25.00	25.00
FPP	1	(15795495) Fingerprint Processing Fee	51.50	51.50
US Dollar Total				76.50

PAYMENT DETAILS

This secure real-time card transaction will be submitted for authorization to your Card Issuer

Card Details

We accept    

Cardholder Name

Alpha Testing

Card Number

Expiry Date

 /

CVN

 [What is this?](#)

[Submit to Card Issuer](#)

[Go back to merchant site](#)

The screen below indicates your transaction has been approved and a receipt has been sent to the email address you provided. You must select *“Click here to complete Payment”* to complete the payment process. Please do not click the ‘Click here to complete payment’ more than one time. Please allow the system to finish the transaction. Selecting this button more than once may result in duplicate payments.

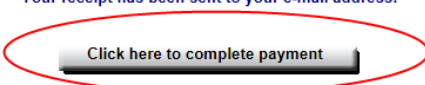
1.6.425

State of Alaska DHSS

Aug 13, 2014 04:21 PM

Your transaction has been approved.

Your receipt has been sent to your e-mail address.


 Click here to complete payment

This receipt confirms payment for your purchase from State of Alaska. This order will appear on your credit card statement as **State of Alaska DHSS**. To contact us, please send an e-mail to bcp.admin@alaska.gov or call 123-456-7891.

Receipt

Merchant Number: 90115
 Receipt Number: 1432307831.4TST
 Sales Order Number: 40
 Authorization Code: CMC253
 Transaction Type: eCommerce

Billing Information

Name: Alpha Testing
 Company (Optional):
 Address: 123 Main Street
 Anchorage
 AK - 99503
 US
 Phone Number: 907-555-5555
 E-mail Address:
 Card Type: MC
 Card Number: xxxxxxxxxxxx5557

Order Details

Code	Quantity	Description	Unit Price	Subtotal
APP	1	(15795495) Application Processing Fee	25.00	25.00
FPP	1	(15795495) Fingerprint Processing Fee	51.50	51.50
US Dollar Total				76.50

After you have submitted your payment, you will be directed to the screen below. Please select “Submit Application”

The screenshot shows the myAlaska website interface. At the top, there is a yellow navigation bar with the text "State of Alaska" and several links: "myAlaska", "My Government", "Resident", "Business in Alaska", "Visiting Alaska", and "State Employees". Below this is a dark blue header with the "myAlaska" logo and a "HOME" button. The main content area is white and titled "Make Payment". It contains a pink box with the text "Please Note: The fee payment is *Non-Refundable*." followed by a paragraph explaining the 100-day eligibility rule. Below this, it lists two paid fees: "Application Fee: \$25.00 Paid: 8/13/2014 12:54:02 PM" and "Fingerprint Fee: \$51.50 Paid: 8/13/2014 12:54:02 PM". At the bottom of this section, a blue button labeled "Submit Application" is circled in red.

The below page will provide you with the status and next steps regarding your application.

If your fingerprints are required, click the ‘fingerprint authorization form’. You will be required to choose a fingerprint vendor. If you do not know who you will use to roll your fingerprints, choose the ‘Unknown vendor’ option. Go to a fingerprint vendor to have your fingerprints taken, and submit your fingerprints to the Background Check Program.

If you choose to mail your fingerprints, you may mail them to the following mailing address:

Department of Health & Social Services
Background Check Program
4601 Business Park Blvd., Bldg. K
Anchorage, AK 99503-7167

Fingerprint Cards may be dropped off in person at the same address noted above.

If your application is not complete with all fees and fingerprint cards *within 30 days from the time you submitted this application*, the application will be canceled and you will be required to start the process for a background check from the beginning. Please ensure your fingerprints are received by the Background Check Program prior to the 31st day or your application will be canceled.

The screenshot shows the 'myAlaska' website interface. At the top is a navigation bar with links: myAlaska, My Government, Resident, Business in Alaska, Visiting Alaska, and State Employees. Below this is a 'HOME' button. The main content area is titled 'Waiting Determination' and includes a section 'Application Status and Next Steps'. This section contains a paragraph stating that the application is valid for 100 days and provides instructions on how to track the status. Below the text is a table with application details.

Case Number	Date Application Submitted	Application Status	Determination Status
20000608	8/13/2014	Submitted	In Process

Below the table is a 'Recent Application Events' section showing 'Fingerprints Required - 8/13/2014'. To the left, under 'Application Forms', are links for 'Update My Contact Information', 'Employment Authorization Form', 'Fingerprint Authorization Form', and 'Live Scan Provider'. To the right, under 'Application Event Definitions', are definitions for 'Pending', 'Fingerprints Taken', and 'Fingerprints Rejected'. The user 'Tester02' is logged in, as indicated at the bottom left.